

Plymouth County Retirement Association

POSITION DESCRIPTION

Job Title: Accountant
Reports To: Executive Director

Date Prepared: August 2019
FLSA Status: Exempt

Salary: Commensurate with experience/Range (\$70,000 – 75,000)

Summary:

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

Duties:

- Maintain accounting and investment records for retirement system.
- Prepare monthly trial balances, general ledger and accounting records.
- Report monthly and quarterly investment figures to PERAC.
- Maintain checking and saving accounts, monthly reconciliations to all banks.
- Input and transmit issue dates and amounts of retirement checks to bank.
- Prepare annual report for retirement board and PERAC.
- Troubleshoot various software issues for other staff in our accounting software.
- Perform other duties assigned by the Executive Director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (B. A.) from four-year College or university; or six or more years related experience and/or training; or equivalent combination of education and experience.

Must be able to pass initial and periodic CORI background checks.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply standard math concepts.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Payroll systems; Internet software and Order processing systems. PTG Pension Pro experience a plus.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 25 pounds.
- While performing the duties of this Job, the employee is regularly required to sit; talk or hear.
- The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms.
- The employee is occasionally required to stand and walk.

To Apply for this Position:

Qualified candidates should provide an electronic cover letter and resume to:
dsullivan@pcr-ma.org.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
